

# Staffweb Reports

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## **Login Information**

Here is the link to the staff web

<http://hrlc.stweb.sirsi.net/staffweb/my-apps/sirsidynix/webclient.jsp>

When you get there you will need to put in the

Host: [catalog.harringtonlc.org](http://catalog.harringtonlc.org)

Port: 5100

If you want to create a shortcut on the desktop do the following;

Right Click on the desktop

Click on New

Click on create shortcut

In the box beside browse paste the link from above

Click on Next

Type in the name you would like for the shortcut.

Click on finish.

Let me know if you have any problems.

Your login will be your 3 letter site code and REP. (Example: Wolflin Elementary would be WOLREP)

Your password will be the same as your login.

# Reports

## Circulation Reports

### 1. List

- a. **Items Charged Out** – list items charged by your library
- b. **Item Status** - creates a list of titles, items of each title, and the current location of the items.
- c. **Items on Hold** - creates a list of users who have holds on items.
- d. **Bill List** - creates a list of users who owe bills.
- e. **Overdue List** - creates a list of users with overdue items.
- f. **Items in Transit** - creates either a list of items in transit to your library, or a list of items in transit from your library to other libraries.

### 2. Statistics

- a. **Item Activity** - creates a list of statistics for the use of items in your library. You can generate statistics for the number of charges, the number of in-house uses, or both for selected items.

## Cataloging Reports

### 1. List

- a. **Lost or Missing Items** - used to generate a list of items that have been marked as lost or missing.
- b. **Reading Program** - generates a list of titles that your library has designated as part of a reading program. Reading program information can be stored in a title record. The Reading Program report uses your report selections to search title records and print a list of the title record that match your reading program selection criteria. This list can be used to see what titles are associated with each reading program your library uses.
- c. **Shelf List** - generates a list of items in shelf order.

### 2. Labels\*

- a. **Print Existing Item Barcode Labels** - allows the printing of barcode labels for existing items in the database.
- b. **Print Spine Labels** - allows the printing of spine labels.

## User Reports

### 1. List

- User List** - creates a list of users. You can set up the report to list all users, or only those users who match your selection criteria.

### 2. Labels\*

- Print Existing User Barcode Labels** - allows the printing of a sheet of user barcodes for existing users.

### 3. Statistics

- a. **User Activity** - creates a list of statistics for the users in your library based on the number of charges by users.

**b. Number of User by Group** - counts the number of users of each user profile, in the selected group IDs, or in the selected user cat1s.

## Finished Reports

Finished Reports displays reports that have completed processing and are available for viewing, printing, or distributing. Finished Reports provides options for you to view, download, or discard the scheduled reports.

To use Finished Reports, do the following.

1. Click the column headers in the reports display to sort the reports by report Name, Script, Date Completed, Owner, or Status.
2. Select a completed report.
3. Click one of the following options
  - o **View** displays the report in HTML format in a separate window. You may then review, save, or print the report.
  - o **Download** gives you the option to save the report as an XML file.
  - o **Discard** deletes the report from the Finished Reports list.

## How to Run Reports

Click on the Report section you wish to run.

Click on the Report you wish to run.

Make your choices (on most of the reports you will have the option to limit it to only items belonging to your library)(Staffweb is automatically defaulted to the library associated with your login).

Click Run Now

You will see a pen in the left hand corner writing, when the report is finished it will say "Finished!". You can view the finished report from this screen or click on Finished Reports.

Choose one of the following in the left and corner **View Results, Download Results, Options, Discard Results, or Close**

If you choose **View Results** the report will open in another window.

You can print the report or save it to your computer.

## Logout of Staffweb

Click on Disconnect

Click OK

Close the Tab or Browser

Click OK

\*If you are going to print labels it is best if you have a label printer, you can use a regular printer but you may have to edit the report.